

DLMSO

## FOREWORD

This manual is issued under the authority of DoD Directive 4140.1, "Materiel Management Policy." Its purpose is to prescribe data elements and codes, standard procedures and formats to be followed in establishment, maintenance, publication, and dissemination of address data for Services/Agencies using the Department of Defense Activity Address Directory (DoDAAD), DoD 4000.25-6-M.

The provisions of this manual are effective immediately and apply to the Office of the Secretary of Defense, the Military Departments, the organization of the Joint Chiefs of Staff, the Defense Agencies, and, by agreement, to other organizations participating in the DoDAAD.

References to Services in this manual include:

- The U.S. Army
- The U.S. Navy
- The U.S. Air Force
- The U.S. Marine Corps
- The U.S. Coast Guard

References to Agencies include the following Federal Agencies:

- The Defense Logistics Agency
- The Defense Nuclear Agency
- The General Services Administration
- The Defense Information Systems Agency
- The Army and Air Force Exchange Service
- The Defense Contract Audit Agency
- The Defense Intelligence Agency
- The Defense Mapping Agency
- The Department of Defense Dependents Schools

Reference to Services/Agencies includes all Federal, commercial, and contractor activities that participate in DoD contracts or support agreements. When it is necessary to differentiate Federal from non-Government Agencies/activities, the terms Federal Agencies and commercial activities will be used.

Part I is sequenced by activity address code within each Service/Agency and reflects the clear-text address to which materiel, documentation, and billings are directed.

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This DoD publication supersedes DoD 4000.25-6-M, Parts I, II, and III, July 1995.

Part II is in numeric ZIP code sequence and alphabetized within the Services/Agencies. It is used as a reference guide to obtain the activity address code when the clear-text is known. The full nine-digit ZIP codes are shown where available. Service/Agency service points have been directed by the Office of the Secretary of Defense to convert to a nine-digit ZIP code.

Part III contains activity address codes assigned to civil agencies and is a separate part of this publication.

This manual will be updated by publication of a new formal edition each quarter (January, April, July, and October). The automated change number included in the change will be identified. Required changes to the address data will be submitted by the appropriate designated service point.

Recommendations for revisions to this manual are encouraged. All proposed revisions or corrections should be addressed through established Military Service or Agency focal points (see chapter 1, section H) to:

**ATTN: DIRECTOR DLMSO SUITE 1655  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VA 22060-6217**

Department of Defense Activities requiring additional copies of this manual should submit requests through their Military Service or Agency office responsible for issuing publications. Activities outside the DoD may obtain copies of this manual from:

**ATTN: DASC-VC PUBS SUITE 0119  
DLA ADMINISTRATIVE SUPPORT CENTER  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VA 22060-6220**

BY ORDER OF THE DIRECTOR

JOHN A. HULSEY, COL, USA  
Associate Administrator

COORDINATION: NONE REQUIRED

DISTRIBUTION

2; 62 Parts I and II  
3; Part III

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MFR: This manual has been reviewed by DASC-V for editorial errors.

COOR:

E. HILERT \_\_\_\_\_

ADMIN \_\_\_\_\_